



NC E-Procurement Upgrade Go-Live Postcard #4

NCAS Agency Edition

Have You Tried The New NC E-Procurement? As announced in an email on Tuesday, May 15, 2012, we have opened a training web site that gives all users an opportunity to try out the upgraded NC E-Procurement before it goes live in July. It is **available now**, so try it out and see the new features that were covered in training. There are a few guidelines to keep in mind when using this web site:

- The training web site is located at [removed]. When you access this site, you will see a message, "There is a problem with this website's security certificate". Select the "Continue to this website" option.
- User name is your **current NC E-Procurement user name**, and the password is [removed]. Please remember that this user ID will not work in the upgraded system when it goes live; you will need to log in using your NCID.
- There is a limit to the number of users who can access the training site at one time. If you receive a message stating that the maximum number of users has been reached, please try again at another time.
- Integration with NCAS is simulated in the training web site, so all accounting combinations will succeed when submitting requisitions.
- This is a training environment, so purchase orders and email notifications will not be delivered.

The training web site **will not be available during the week of May 21-25, 2012**, while User Acceptance Testing is underway.

"What's New" Webinar Frequently-Asked Questions Available We have compiled the most frequently-asked questions from the NCAS "What's New" Webinar held on May 8, 2012. We have posted these questions with the answers on the NC E-Procurement web site [upgrade section](#). Remember, if you were not able to attend, the [recorded session](#) is posted on our web site, so you can view it at any time.

Readiness Checklists We sent the first set of readiness checklists to agency contacts this week. One readiness covered is User Readiness, so you may be requested to confirm your participation in training. Other areas covered include NCID / User ID setup, and approval flow rules configuration. We will send updated Readiness Checklists weekly until go-live.

- **Note to agency contacts:** Please remember to submit your training readiness survey data each Friday, beginning today, using the link provided in the Readiness Checklist.

Feature Focus: Catalog Home When creating requisitions in the upgraded system, you will be directed to the Catalog Home page. From this page, you can navigate by clicking through the catalog hierarchy, organized by commodity code. You can also initiate a search by Keyword, Contract ID, Commodity Code, and other fields. The Catalog Navigation Panel on the left allows you to quickly refine search results. It will change as you navigate the catalog. For more information about the Catalog Home page, please view the eRequisition Catalog Item job aid on the [Upgrade Job Aids](#) web page.

The Catalog Home page is displayed below:
